

	<h1 style="text-align: center;">Garner Police Department</h1> <h2 style="text-align: center;">Written Directive</h2>	
	Chapter: 400 - Personnel Management	
	Directive: 430.06 – Automated License Plate Readers and Gunshot Detection Devices	
Authorized by: Chief Lorie Smith		Effective Date: March 1, 2022
CALEA Standards: 41.3.9 (6 th Edition)		

430.6.1 – Purpose

The purpose of this directive is to set forth guidelines to govern the use of automated license plate readers (ALPRs) and gunshot detection devices (GDDs) by employees of the Garner Police Department.

430.6.2 – Policy

It is the policy of the Garner Police Department to provide direction to field personnel for the use of ALPRs and gunshot detection devices. A fundamental element of policing is locating stolen vehicles or vehicles involved in other criminal acts such as child abduction and drive-by shootings. Automated license plate recognition systems and gunshot detection devices play an increasingly important role in public safety by assisting with the location of wanted vehicles and subjects while enhancing productivity, effectiveness, and officer safety. ALPR systems recognize, read, and compare motor vehicle license plates against various police databases much more efficiently than officers manually scanning and making comparisons while on patrol. Gunshot detection devices can immediately pinpoint the locations of gunshots and direct officers to the location faster than being dispatched. The detection devices also work with the ALPRs to correlate any vehicles leaving the area to establish potential suspect vehicles more rapidly.

The Garner Police Department leases access to automated license plate readers (Falcon system), security cameras and gunshot detection devices (Raven system) through Flock Group Inc., (Flock). Flock and their customers are responsible for the security, storage and retention of data collected by these systems.

430.6.3 – Definitions

- A. Alert: Also known as a "Hit" - A positive indication, by visual and/or audible signal, of a potential match between data on the "Hot List" and a license plate scanned by the ALPR system. An alert or "Hit" is NOT conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when an alert is indicated.
- B. ALPR/GDD Coordinator – Designee of the Chief of Police who will conduct annual or more frequent auditing and reporting of ALPR/GDD use and effectiveness to the Chief of Police. (NCGS 20-183.31-7)
- C. Automated License Plate Reader (ALPR) (Falcon System) - A device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest. ALPR's may be deployed in different configurations including fixed (permanent or semi-permanent installation at specific location) and mobile (attached to a vehicle or trailer). Both configurations operate in the same manner.
- D. Fixed Location ALPR - Fixed ALPR locations use cameras that are engineered to focus on the rear license plate of vehicles passing by the camera location. The camera images are sent by cellular data signal to an off-site server where the images are compared with license plates from NCIC and local hot lists. License plates that match an NCIC entry or hot list trigger an alert to the user who is logged in to monitor the ALPR

system. Although all plates are imaged, only the NCIC entered or hot list plates trigger an alert. The images of the license plates of vehicles passing by the camera are retained for no longer than 30-days.

- E. Gunshot Detection Device (GDD) (Raven System) - Sound detection system consisting of microphones designed to detect and locate the sound of gunshots and other loud noises such as screeching tires, and glass breaking. The system uses artificial intelligence (AI) algorithms to filter out other sounds. The devices are mounted with the ALPRs and use the same LTE connection to activate the affixed ALPRs to send signals to officers signed into the Flock web-based server to direct them to the area of the detection.
- F. Hot List - License plates associated with vehicles of interest from an associated database, including, but not limited to, NCIC, DMV, Local BOLOs, etc.
- G. Mobile ALPR - Mobile ALPR systems work in the same manner as a fixed ALPR. The cameras may be mounted on a vehicle or on a mobile trailer and can be placed in locations of investigative interest. The camera images are captured and cross-referenced in the same manner.
- H. Scan File - Data obtained by an ALPR of license plates within public view that were read by the device, including potential images of the plate and vehicle on which it was displayed, and information regarding the location of the fixed or mobile camera position at the time of the ALPR read. Information stored includes a photo of the registration plate showing the rear of the vehicle, a date and time stamp of when the registration plate was read by the ALPR and a GPS coordinate to identify the location the registration plate was read by the ALPR.

430.6.4 – Use of Automated License Plate Readers

- A. Department personnel have access to leased and privately owned ALPR camera systems through Flock. These systems allow personnel to receive hotlist alerts if any of the cameras in the agency's jurisdiction captures images of a vehicle displaying a tag that is linked to the following NCIC categories:
 - 1. Supervised Prisoner Release
 - 2. DVPO
 - 3. Missing Person
 - 4. Suspected Terrorist
 - 5. Warrants
 - 6. Stolen Tag
 - 7. Stolen Vehicle
- B. ALPR systems utilizing the NCIC's Hot List will download the file at least once within a 24-hour period. (NCGS 20-183.32d)
- C. Receiving alerts may or may not require immediate action. Officers receiving an alert will verify the plate number and state of origin to ensure that the alert is accurate. They will run the plate in DCI or other appropriate official database to confirm that the plate is still active in the database for the alert given. The officer will then establish reasonable suspicion or probable cause before conducting stops, making detentions, or initiating arrests. Enforcement actions should not be taken solely on the ALPR alert.
- D. Officers may also access data when investigating any specific crime where the data may be able to provide suspect information. Data can be searched and filtered based on vehicle type, camera location and date/time. All searches of data will require a Search Reason. Officers will use the full incident number related to the case they are searching for as the search reason. If the search is based on a Call for Service, the complete CFS number will be used as the search reason.
- E. All users shall receive instruction in the access and proper use of the system before receiving login credentials for the ALPR/GDD system.

430.6.5 – Data Security and Access

- A. Access to the Falcon and Raven systems are achieved through individualized login to the Flock's web-based server. Once logged in, officers will be able to receive hotlist and gunshot detection alerts within the system and can view and search data. Officers will be required to enter a search reason for auditing purposes.
- B. Flock is Criminal Justice Information Services (CJIS) compliant, and all information is encrypted at rest in the cloud using Amazon Web Services (AWS) Key Management Service (KMS) keys, which use Federal Information Processing Standard (FIPS) 140-2 validated hardware security modules to generate and store the keys. All logins and queries will be stored and monitored including:
 - 1. Username
 - 2. Date
 - 3. Time
 - 4. Purpose of query
 - 5. License plate and other elements used to query the system
- C. Data points will be stored in the Flock system, and periodic audits will be conducted according to the policies of each Flock customer to ensure access was made by authorized persons for legitimate purposes.
- D. ALPR data is considered a record of a criminal investigation and is confidential and not public record (NCGS 132-1.4). Data shall not be disclosed outside of the Garner Police Department except for safety purposes pursuant to a written or electronic request from another requesting law enforcement agency. The request must indicate the agency's incident number and why the agency is requesting the ALPR data, i.e., missing person, wanted subject, stolen vehicle, etc. (NCGS 20-183.32e). A department Watch Commander is authorized to release the requested information after reviewing and approving the request. The search for this information will use the requesting agency's incident number as the search reason. The written or electronic request, along with the approval or denial, will then be forwarded to the ALPR/GDD Coordinator for filing.

430.6.6 – Storage and Retention

- A. Flock Group, Inc., the ALPR/GDD vendor, will store the data (data hosting) and ensure proper maintenance and security of data stored in their cloud-based system. Flock will also oversee purging data at the end of the 30-day storage period. The department is responsible for extracting, downloading, and archiving footage from Flock on its own storage devices for auditing, prosecutorial and administrative purposes
- B. Any ALPR data requiring preservation past 90 days will require a preservation request or search warrant as prescribed under NCGS 20-183.32.
- C. Information gathered or collected, and records retained by the Flock Safety system on behalf of Flock Safety Customers, in accordance with NCGS20-183.31b will not be:
 - 1. Sold, published, exchanged, or disclosed for commercial purposes.
 - 2. Disclosed or published without authorization.
 - 3. Disseminated to persons not authorized to access or use the information.